

## **R&T - O**

### *TCDD Grants Reports Calendar*

# Texas Council for Developmental Disabilities

## Grant Reports Calendar

(June 1 - May 31 Budget Period)

Report	Copies	End of a Re- port Period [C]	Sep 15	Dec 15	Mar 15	Jun 15	30 days after end of BP
Quarterly Program Performance Report	1		X	X	X	X	
Annual Estimated Expenditures <sup>(a)</sup>	1		X				
Quarterly Grant Related Income Report <sup>(b)</sup>	1		X	X	X	X	
Request for Advance or Reimbursement (RAR)							
• as an advance payment <sup>(c)</sup>	1	X					
• as a reimbursement <sup>(d)</sup>	1	X					X
Final Report of Expenditures	1						X
Final Equipment Purchase List	1						X
Independent Audit	1	Independent Audit report is due within 30 days after issuance by the auditor, but not later than nine months after the end of Grantee FY.					
Interim Project Report	1	Optional/Due as negotiated in the Workplan and/or as stated in the Goals and Objectives.					
Final Project Report	1	Due six months prior to end of <b>Project</b> .					
<p>a. The Annual Estimated Expenditures must be submitted within the first quarter of the budget period.</p> <p>b. Only for grants in which Grant Related Income is earned, expended, or remains during the budget period.</p> <p>c. For the next month after the ending date of the Report Period (RAR, 5.) Allow two to three weeks processing time for payments.</p> <p>d. Anytime, but not less frequently than quarterly. All reimbursements should be requested by the grantee before the Final Report of Expenditures is submitted.</p>							

**To avoid receiving late notices, contact TCDD with a timeline if a report will be delayed.**